

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Part-Time Administrative Assistant I – Building Department

Job Description Part-time, 20-hour per week position performing routine clerical tasks and receptionist work including skilled use of word processing and/or computer equipment.

Accountability: Works under the direct supervision of the Building Inspector/Code Enforcement Officer who makes assignments and reviews work for accuracy and compliance with instructions.

Equipment Used: Standard office equipment to include, but not limited to, computer/word processing equipment, typewriter, copy and fax machines, telephone, calculator, postage machine, paper shredder, etc.

Environment: **Inside:** 100 % **Outside:** 0 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Types forms, statements, letters, departmental reports, and other material from copy, rough draft, or general instructions. Composes and types form letters and other routine correspondence. Types material in final form assuring spelling, grammar, punctuation, etc. are correct.
2. Receives incoming telephone calls to the Building Department and refers same to appropriate personnel. Answers routine inquiries based on knowledge of the operations of the Building Department.
3. Processes Building Permit Applications and checks same for completeness.
4. Files applications, permits, records, documents, etc. in accordance with established systems and procedures.
5. Attends counter or reception desk; supplies information as appropriate; issues various certificates, licenses and permits; accepts required fees; and keeps appropriate records.
6. Assists other staff in performing routine support functions as required.
7. Performs other related duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Occasionally required

LIFT 26 to 50 lbs.: Seldom required

LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Frequently required

CARRY 11 to 25 lbs.: Occasionally required

CARRY 26 to 50 lbs.: Seldom required

CARRY over 50 lbs.: Not required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Seldom required

Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Seldom required

Climbing: Seldom required

Balancing: Not required

REACH above shoulder height: Occasionally required

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Occasionally required

WORK SURFACE(S)

Standard office desk and chair. Carpeted and tile floors.

HAND MANIPULATION

Grasping: Frequently required

Handling: Frequently required

Torquing: Not required

Fingering: Frequently required

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

		<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit		1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand		1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk		1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Controls and Equipment: Computer, telephone, copy and fax machines, typewriter, tape recorder, postage meter, calculator, and paper shredder

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others. Good communications skills required to work with the public.

Hearing: Necessary for answering telephone, receiving instructions and queries

Sight: Necessary for doing job effectively and correctly

Tasting & Smelling: Not required

Specific Vocational Preparation Requirement(s):

- | | |
|---|--|
| <input type="checkbox"/> 1. Short demonstration only. | <input checked="" type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements: None

Other Training, Skills and Experience Requirements: High School diploma or GED including or supplemented by courses in office procedures, word processing, or typing. Must be able to type a minimum of 55 wpm. Operational knowledge of computer hardware and software such as Microsoft Office. At least one year of experience in an office environment performing clerical work. Demonstrated skills in accuracy and meeting deadlines. Or any combination of education and experience which demonstrates possession of the requires skills, knowledge and abilities.

Summary of Occupational Exposures: Minimal or no exposure to toxic or hazardous substances.

Other Considerations and Requirements:

- Knowledge of standard office practices, procedures and equipment.
- Knowledge of business English, spelling and math.
- Ability to draft correspondence and to set up and accurately type a variety of records, reports and related materials.
- Ability to understand and follow all verbal and/or written instructions.
- Ability to make accurate arithmetic computations.
- Ability to establish and maintain an effective working relationship with other departments, personnel, and the general public.
- This position requires the ability to read, following instructions and meet deadlines.
- This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant personality, and a total commitment to service.